

Regulatory Internship

This is an unpaid volunteer position.

Candidates should be able to work a minimum of 16 hours per week for at least three months.

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco. BCDC is the nation's first state coastal management agency and was established in 1965 to protect the San Francisco Bay and the Suisun Marsh. The Commission has regulatory and planning authority over development in the San Francisco Bay and along the Bay's nine-county shoreline. Our approximately 40-person staff takes pride in its work and is committed to a high level of professionalism. More information about BCDC is located on our website: <http://www.bcdc.ca.gov>.

About the Position. This is a permit compliance project. BCDC issues between 100-150 permits and amendments every year. Each authorization is granted with conditions of approval. We are looking for an intern to populate our "Permit Compliance Log" with past permit decisions from 2011 so that we can determine if the permittees are in compliance with their permit conditions and contact the permittees if we identify compliance issues. The work will involve reviewing each permit and amendment issued in 2011 and populating the log with the conditions of approval and their due dates. Upon completing the permit research phase of the project, the intern will then contact all permittees to resolve any compliance issues. The intern will also assist staff with outreach to permittees of permits issued between 2012-2014. Finally, the intern will be responsible for preparing a final report summarizing his/her findings about the effectiveness of the log to the staff's permit compliance process and make recommendations for how the staff could improve upon its permit compliance process. The intern will participate in staff meetings and site visits and may be called upon to assist the staff with other projects. The intern will work under the supervision of Adrienne Klein, Chief of Enforcement.

Desired Qualifications. The internship is open to both undergraduate and graduate students. Undergraduate applicants should have completed three years of their college education. Preferably, applicants will have a background in environmental science or planning, landscape architecture, architecture, natural resource management, geography or a related field. The ideal candidate has education and/or experience with the following: planning and policy analysis, familiarity with BCDC and the San Francisco Bay Plan, Microsoft Excel, ability to work independently and as part of a team and ability to write clearly. All candidates must be able to work a minimum of 16 hours per week for at least three months. **This is an unpaid volunteer position.**

Applying for the Job. Applications will be accepted until the position is filled. Staff plans to conduct interviews for the position during the week of August 11 or 18, 2014, with an August or September start date. To apply, please send (digitally or as hard copies) a letter of interest, resume, writing sample and two references to the name and address below. Incomplete applications will not be considered.

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SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

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a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules, and the special trust placed in public servants. July 16, 2014